

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

EMPLOYMENT OPPORTUNITY

Position:	Operations/Administrative Assistant	Announcement #:	13-CO-07
Appointment Type:	Full-time; permanent	Location:	Charleston, WV
Starting Salary:	CL 25 (\$37,941 - \$47,448) <i>Starting salary depends upon experience and qualifications.</i>		
Opening Date:	May 31, 2013		
Closing Date:	Open until filled.		
Open To:	All qualified applicants		

Representative Duties:

Provide support for operations and administrative functions of the office which may include any or all of the following duties and responsibilities:

- Case Administration: Create and process new case files. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents.
- Check for prior or prohibited filing. Verify attorney's authority to practice. Verify and issue summons.
- Exhibit Management: Monitor and track disposal of court exhibits and sealed documents.
- Prisoner Litigation Correspondence and Management: Review letters submitted by prisoners. Draft appropriate responses to prisoner correspondence for Clerk's signature. Suggest and implement procedures for improved prisoner case management.
- Appeals: Process notices of appeals, and appeal-related documents. Process opinions and close appeals. Make summary entries on all documents and proceedings. Receive and docket terminating documents. Accept, review and process documents. Prepare deficiency worksheet/notice. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquiries, docket sheets, and other file request information. Review new appeals for initial docketing issues. Maintains administrative orders, standing orders, general orders, etc.
- Assists with intake procedures and processes.
- Assist in accurate statistical reporting requirements for the Clerk and/or the Administrative Office.
- Serve as back-up to the supervisor in the day-to-day management of the Court's jury system.
- Perform financial and budgetary duties such as processing accounts payable and accounts receivable transactions. Assist with balancing and reconciling of financial records. Assist

staff with automated financial tracking systems. Perform similar financial and budgetary activities.

- Process incoming fine and restitution payments including voucher preparation.
- Enter data into CCAM for the Registry and Deposit Funds. Create new case file, record data and verify for accuracy, reconcile bank statements. Submit monthly reports to the AO.
- Reconcile Pay.gov account. Verify case information with payments received. Notify attorneys of over/underpayments.
- Criminal Justice Act: Maintain internal records and statistics regarding CJA payments and appointment activity for use by the clerk's office, the Court, the Administrative Office, and other parties.
- Enter data in the automated CJA payment system and properly maintain CJA payment records. Ensure accuracy and proper accounting processes.
- Keep current with CJA guidelines and reference material and assist with updating judges, clerk's office personnel, and CJA panel attorneys regarding changes, as applicable.
- Other administrative services and operational duties as assigned.

Qualifications:

Requires a minimum of five (5) years' work experience. Extremely fast-paced position requires incumbent to be highly motivated, versatile and present a professional demeanor at all times. Must possess strong organizational, analytical, and oral/written communication skills. Must exercise a high degree of judgment, integrity, and initiative; meet high standards of performance and conduct; and adhere to all confidentiality restrictions. Accurate typing, solid computer skills and attention to detail required. Ability to work independently and without supervision also required. Bachelor's degree preferred.

Employee Benefits:

This position is covered by the Court Personnel System and is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave, accrual of 13 days of sick leave annually, a long term disability plan, a long term care program, periodic salary increases, and 10 paid holidays per year.

Information for Applicants:

The United States District Court is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to and must pass a FBI background check as a condition of employment. If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

Application Process:

To apply, applicants must submit a current résumé and cover letter to the email address listed below and reference Vacancy #13-CO-07. Application materials must be submitted to Korin Parsons, HR Specialist, at korin_parsons@wvsc.uscourts.gov .

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity in the work place.